



# CREATE AN EMERGENCY PLAN

## SMALL BUSINESS PREPAREDNESS

- Make a disaster supplies kit for immediate use.
- List emergency steps for your employees and designate a safe place to meet.
- Maintain a list of critical phone numbers (employees, key customers, suppliers, banking and insurance agents, etc.).
- Leave extra keys and alarm code with trusted employee .
- Keep fire extinguishers in visible places with certifications up to date.
- Maintain a first aid kit and certify employees in first aid and CPR training.
- Owner and key employee should know how to forward calls on business line
- Keep current list of inventory and store critical supplies or equipment in a safe place.
- Install emergency, battery-powered lighting and purchase additional backup power, if needed.
- Train employees in how to shut off utilities (where appropriate).
- Visit [WarnCentralTexas.com](http://WarnCentralTexas.com) to sign up for emergency warnings in your neighborhood by voice, text or email.
- Review insurance policy & needs regularly with agent to ensure adequate coverage for your business risks.

VISIT [DisasterReadyAustin.com](http://DisasterReadyAustin.com) FOR MORE INFORMATION

